

Correctional Records Supervisor

\$3,213 - \$4,214 Monthly (Range 48) Plus great benefits!

Agency Information

The Department of Corrections (DOC) is seeking a highly motivated and qualified individual to serve as a Correctional Records Supervisor in the Criminal Conviction Records unit located at Headquarters in Tumwater, WA.

Agency Profile:

Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

Agency Mission: To Improve Public Safety.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 9,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

This management position is responsible for supervising and managing the Criminal Conviction Records (CCR) Unit. On a statewide basis, this unit will collect, review, analyze, and input non-jurisdictional DOC criminal conviction information into the Offender Supervision Plan System (OSPS); thereby, ensuring offenders are classified correctly per agency policy and classification scoring is consistent across the state. Correct classification is critical due to the fiscal impact and potential liability it has on the agency.

Additionally, this position will build effective working relationships with internal/external stakeholders and resources to facilitate a more efficient/effective transition of information to improve the accuracy and verification of criminal conviction data. This position also will create and continuously improve statewide CCR services to the agency, establish audit processes work performed by the unit and within the Community Corrections Division, procedures and effective information dissemination.

Qualifications

REQUIRED QUALIFICATIONS:

- > Five (5) years of experience maintaining or processing offender records in an adult correctional agency. (College-level course work in criminal justice, business administration, accounting, social science or a related field will substitute, year for year, for up to two years of experience.)
- > Must respect and maintain confidentiality.
- > Must demonstrate ability to effectively communicate with co-workers, the public and/or criminal justice agencies.
- > Must demonstrate ability to analyze and solve problems under highly stressful or adverse situations.

DESIRED QUALIFICATIONS:

- > A bachelor's degree from an accredited institution whose accreditation is recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA), or a foreign equivalent.
- > Three or more years experience in community corrections or a related field.
- > Experience as a supervisor or lead worker in any field; experience in helping others identify and manage workload priorities.

- > In-depth experience, knowledge, and understanding of Washington State felony and misdemeanor criminal law and sanctions.
- > Experience working with other governmental entities and/or courts/criminal records departments in the development or implementation of a program, project or other joint venture.

Special Notes

Please consider the following when deciding whether to apply for this opportunity:

- > May be required ability to sit and/or stand for an extended period of time.
- > Requires core hours, a minimum of forty (40) hours per week and may require approved/directed adjustments to the work schedule to complete duties.
- > May be required extensive computer work for long periods of time.
- > Strong interest in working closely with detailed information for extended period of time.
- > Work collaboratively with diverse groups of staff and offenders.
- > May be required to assemble, package, lift or relocate offender files for archiving and/or transporting that may weigh up to forty (40) pounds.
- > May be required to work around, or directly with, offenders in a prison, regional records, or headquarters environment.
- > May be required to travel and involve overnight stay.
- > All Department of Corrections' employees are fingerprinted for a criminal history background check.
- > All Department of Corrections facilities and vehicles are smoke free.

APPLICATION PROCESS:

You must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Tips & Help" heading within www.careers.wa.gov.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitsummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, email janet.chapman@doc.wa.gov.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.

3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020408* and click on Start Search.
5. Click on the link Correctional Records Supervisor, Tumwater, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.